

Chart Wall, Chart Floor, or Chart Area

Formats borders, area, and transparency of these elements. Note that the chart floor is available only for 3D charts. See “Formatting chart backgrounds” on page 118 for more information.

Chart Type

Changes the type of chart and whether it is a 2D or 3D chart. The various chart types are explained in “Gallery of chart types” starting on page 162.

Data Ranges

Sets ranges for all data in the chart and for individual data series, as explained in “Selecting data range” on page 102 and “Selecting data series” on page 103.

3D View

Formats 3D charts and is only available for 3D charts. Note that only column, bar, pie, and area charts can be displayed as 3D charts. See “3D charts” on page 140 for information.

Format Selection

Opens a dialog with settings for whatever element is selected. Options may include area fill, borders, positioning, transparency, fonts, labels, scale, and other attributes.

Position and Size

Enables precise specification of the position and size of a selected element. The position is defined in relationship to the chart. See “Position and Size dialog” on page 155 for more information.

Arrangement

Provides two options: **Bring Forward** and **Send Backward**. Only one option may be active for some items. Use these options to arrange overlapping data series.

Formatting toolbar

In edit mode, the Formatting bar appears as in Figure 82. Click one of the icons to open a dialog or turn an option on or off. The **Insert** and **Format** menus on the Menu bar, described above, contain the same options, with one exception.

The option *Select Chart Element* drop-down list does not appear elsewhere. Use it to easily select individual chart elements. It can be especially helpful when the chart is crowded or it is otherwise difficult to select elements using the cursor. Note that options such as **Data Labels** or **Trend Line** do not appear on this list unless they have already been inserted using the **Insert** menu.